**REQUEST FOR PRELIMINARY SITE REVIEW**

**FOR OVERSIGHT DETERMINATION**

The Responsible Party identified below hereby requests that the Alameda County Department of Environmental Health (ACDEH) provide preliminary site review to make a determination as to whether a Site Cleanup Program (SCP) case will be required to be open for the site identified below under a Voluntary Remedial Action Agreement (VRAA).

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible Party entering agreement | | | |
| Name: | | Type of Entity: *Individual, Corporation, Trust, etc.* | |
| Contact Name: | | Phone: | |
| Current address: | | Email: | |
| City: | State: | | ZIP Code: |
| Relationship to Property/ Authority: *Describe the basis of your authority to request assistance and enter into the agreement.* | | | |
| CURRENT PROPERTY OWNER | | | |
| Name: | | Type of Entity: *Individual, Corporation, Trust, etc.* | |
| Current Address: | | | E-mail: |
| City: | State: | | ZIP Code: |

|  |  |  |  |
| --- | --- | --- | --- |
| Site Information | | | |
| Project/Case Name: | | | Site APN(s): |
| Site Address: | | | RO: |
| City: | State: | | ZIP Code: |
| Approximate Size of Site: | | Current Land Use: | |
| Type and Extent of Contamination: *Identify history of site, substances found at site, and reason site is eligible for the Voluntary Remedial Action Program.* | | | |
| Site Information - CONTINUED | | | |
| Planned Redevelopment/Project Description: *Provide brief description of type of planned redevelopment.* | | | |

The Responsible Party shall submit to ACDEH all background information, environmental assessment reports (including Phase I Environmental Assessment Reports), analytical results, and if redevelopment is proposed, include any info available on development project (conceptual plans, planning documents, etc). All available information is to be provided to ACDEH by the Responsible Party within 5 working days of any request.

Please check all submitted

Parcel Map  Building Plans  Conceptual Development Plan

Phase I  Phase II  Environmental Assessment Report

By signing below, Responsible Party and Current Property Owner represent that the Responsible Party has the authority to make this request and enter into a Voluntary Remedial Action Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature (Responsible Party) |  | Printed Name |  | Date |
| Acknowledged by current property owner (APN XXX-XXX-XX) |  |  |  |  |
| Signature |  | Printed Name |  | Date |

**ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH**

**INSTRUCTIONS FOR PRELIMINARY REVIEW FOR OVERSIGHT DETERMINATION**

Responsible parties for a release of waste may request that the Alameda County Department of Environmental Health (ACDEH) provide regulatory oversight for investigation and cleanup of contaminated sites under California Health and Safety Code Section 101480. ACDEH may supervise the remedial action provided that adequate staff resources and the requisite technical expertise and capabilities are available. Supervision by ACDEH is provided pursuant to a Voluntary Remedial Action Agreement.

In order to request that ACDEH conduct a preliminary review for your site, please follow the steps provided below.

1. Complete the request form with site, responsible party, and current property owner information.
2. Submit a deposit of $1,000.00 payable to Alameda County Department of Environmental Health with the site address and APN(s) written on the check. Checks are to be **mailed** to the attention of ACDEH Finance Department, Suite 111, 1131 Harbor Bay Parkway, Alameda, CA 94502.
3. This deposit will be applied towards work performed for opening an account, preliminary site review time by ACDEH staff, and determination whether a VRAP case needs to be opened.
4. Once the application has been accepted, a Case Number will be established in the State Water Board’s GeoTracker website (<http://geotracker.waterboards.ca.gov/>).
5. Submit all technical reports in pdf format describing the environmental conditions for the site onto GeoTracker.

Submit the completed request form and send it to Paresh Khatri, ACDEH, 1131 Harbor Bay Parkway, Alameda, CA 94501 (email preferred: [paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)).

Once ACDEH has received payment and requisite documents have been uploaded to the GeoTracker, ACDEH will complete its review within 30 days. ACDEH will review the submitted information for completeness and may consult with other regulatory agencies to make a determination as to whether an SCP case will be required to be opened. ACDEH may request additional information and an in person meeting during the preliminary review process.